



City of Albuquerque

Request for Proposals

**Solicitation Number
RFP – MRA-04-02**

Trumbull Village Infill Housing Project

Offered by:

**Planning Department
Metropolitan Redevelopment Agency
600 Second Street NW, Suite #550
Albuquerque, New Mexico**

Contact:

**Cynthia Borrego, Project Manager
E-Mail: carchuleta@cabq.gov
Phone: (505) 924-3335**

Submittal Due:

**Stamped “Received” Prior to Friday, November 19th, 2004,
4:00pm, Local Time**

Request for Proposal
Trumbull Village Infill Housing Project

PRE-PROPOSAL CONFERENCE

Date: Tuesday, November 2nd, 2004
Time: 10:00 a.m. Local Time
Place: Council Committee Room, 9th Floor
One Civic Plaza NW
City County Building
Albuquerque, New Mexico, 87102

SUBMITTAL DUE

Date: Friday, November 19th, 2004
Time: 4:00 p.m. Local Time
Place: City Clerk
One Civic Plaza, Room #11110
Albuquerque, New Mexico 87102

RETURN RESPONSES

Hand Deliver to: City Clerk
One Civic Plaza, Room #11110
Albuquerque, New Mexico 87102

Mail To: City Clerk
1 Civic Plaza, Room #11110
Albuquerque, New Mexico 87102

Contact: Cynthia Borrego, Manager,
Metropolitan Redevelopment Agency
(505) 924-3335, Fax (505) 924-3482,
E-mail: carchuleta@cabq.gov

All proposals should be marked:

Trumbull Village Infill Housing Project
ADS 04-02
Developer Submittal

TABLE OF CONTENTS

PART 1	LEGAL NOTICE.....	PAGE 3
PART 2	GENERAL INFORMATION & REQUIREMENTS	
	Development Intent.....	7
	Developer Incentive & Risk Mitigation.....	7
	Other Requirements.....	8
	Developer Selection Process.....	8
	Qualifications & Development Proposal Submittal.....	9
	Selection Ratings.....	13
	Negotiations with Development Team.....	13
	Due Diligence.....	13
	Special Note.....	13
PART 3	APPENDIX	
	EXHIBIT A – FORMS	
	Form 1 – List of Development Team Members & Functions	
	Form 2 – Development Program Summary	
	Form 3 – Local Business Involvement	
	Form 4 – Disclosure Statement	
	EXHIBIT B - FEDERAL CERTIFICATES	
	#1: Disbarment, Suspension, Ineligibility, and Exclusion Certification	
	#2: Drug Free Workplace Requirement Certification Form	
	#3: Representations and Certifications	
	EXHIBIT C – SUPPLEMENTAL INFORMATION	
	#1 Location Maps.	
	#2 Survey of Property	
	EXHIBIT D – CEPTD MATRIX	
	EXHIBIT E – UNIVERSAL DESIGN MATRIX	

PART 1

REQUEST FOR PROPOSALS **LEGAL NOTICE**

The Metropolitan Redevelopment Agency
Invites Proposals for Purchase and Redevelopment of the

TRUMBULL VILLAGE INFILL HOUSING PROJECT

The Metropolitan Redevelopment Agency (Agency), in cooperation with the Department of Family & Community Services, on behalf of the City of Albuquerque, is inviting proposals for the purchase and redevelopment of a vacant parcel located in Trumbull Village Neighborhood.

I. LOCATION / OWNERSHIP:

The City of Albuquerque owned parcel is located on the southern half of Block 27 of the Emil Mann Addition, which is bounded by Dallas, Southern, Pennsylvania, and Trumbull Streets NE. This property is more specifically known as Lots 7- 12, Block 27, of the Emil Mann Addition.

II. REDEVELOPMENT:

The Agency is seeking redevelopment proposals for a mixed income, owner occupied, infill housing project, consisting of at least 13 single-family units. Utility as-builts for water, drainage, sewer, gas, and electric will be available for review and duplicating at Mesa Reprographics, located at 5901 Lomas NE.

III. PURCHASING:

There will be no minimum purchase price set by the Agency. Sale, lease, or any other alternative financing methods will be considered. The property offered by the City is to be sold “AS IS” and the City makes no warranties. An Alta Survey, Phase One Environmental, and Title Insurance will be provided.

IV. SELECTION PROCESS:

Developer selection will involve a two-stage process:

- First Stage: Qualification and Project Submissions
- Second Stage: Contract Negotiations with selected Developer

V. SELECTION CRITERIA:

The ability to manage the development process;

- The financial resources to complete the entire project;
- The ability to produce a well-designed, well-constructed project;
- General Proposal Feasibility;
- The Development Team;
- Financing.

VI. PROPOSAL SUBMISSION:

Sealed proposals for the redevelopment of the property will be received in the office of the City Clerk of the City of Albuquerque, One Civic Plaza NW, Room 11110, Albuquerque, New Mexico, 87102 until 4:00 p.m. on November 19th, 2004. Sealed proposals shall consist of twenty (20) copies of the following:

1. Developers qualifications;
2. Proposed development plans and narrative;
3. Narrative regarding proposed method of purchase, financing and marketing of the project;

The Developers Proposal Packet which contains information and instruction to developers, copies of planning documents relevant to this Request for Proposals, and the forms required to be filled out and submitted as part of any proposal will be available on and after October 20th, 2004 on the City of Albuquerque's Purchasing Department Website: <http://mesa.cabq.gov/bidpkg.nsf/Solicitations?OpenPage> or the City of Albuquerque's Website: <http://www.cabq.gov> . Printed copies may be purchased at Mesa Reprographics located at 5901 Lomas NE.

CONTACT PERSON: Cynthia Borrego (505) 924-3335 [/carchuleta@cabq.gov](mailto:carchuleta@cabq.gov)

THE AGENCY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO END THE SELECTION PROCESS AT ITS DISCRETION.

METROPOLITAN REDEVELOPMENT AGENCY
OF THE CITY OF ALBUQUERQUE, NEW MEXICO

Albuquerque Journal, Publication Dates: October 20th, 2004, October 23rd, 2004

PART 2

GENERAL INFORMATION AND REQUIREMENTS

INTRODUCTION

The Metropolitan Redevelopment Agency (the “Agency”) and the City of Albuquerque (the “City”) wish to further promote development of owner occupied infill housing in the Trumbull Village neighborhood by offering a vacant parcel. This Request for Proposal is intended to solicit creative, high quality development proposals for housing units, site design, architecture, financing, and construction of this project. The Agency intends to sell the redevelopment site to the developer, subject to final negotiations of the selected developer’s proposal. To facilitate this, the potential developers should feel free to advise and question, as much as necessary to produce the best proposal. All requests for information, clarification, and additional information should be directed in writing (e-mail preferred over fax and letter) to:

Cynthia Borrego, Manager
Metropolitan Redevelopment Agency
City of Albuquerque, Planning Department
600 Second St. NW #550
Albuquerque, New Mexico 87102
Phone: (505) 924-3335
Fax: (505) 924-3482
E-mail: carchuleta@cabq.gov

Respondents interested in receiving responses to submitted questions should notify the Agency electronically (via e-mail), or by letter. Questions from all respondents will be accumulated, and responses sent in writing simultaneously to all respondents. The Agency will take reasonable steps to insure that any modification shall be distributed in writing to all who have notified the Agency. In addition, follow-up submittal workshops may be scheduled, at the Agency’s discretion, to ensure a full exchange of pertinent information.

The Agency reserves the right to accept or reject any and all proposals based on the Agency’s evaluation of the developer’s response to this request. All costs incurred by the developers associated with this process are the sole responsibility of the developer.

EXISTING CONDITIONS

Ownership:

The City owns the parcel shown in Exhibit A.

Plan Policies:

The property is located in the area designated Established Urban by the Comprehensive Plan with a goal to “create a quality urban environment which perpetuates the tradition of identifiable, individual but integrated communities within the metropolitan area and which offers variety and maximum choice in housing, transportation, work areas, and life styles, while creating a visually pleasing built environment”. Additionally, the Trumbull Sector Plan Area conforms to policies of the Established and Developing Urban Areas section of the Comprehensive Plan by “allowing a full range of urban land uses that will have a location, intensity and design that respects existing neighborhood values, natural environmental conditions and carrying capacities, scenic resources, and resources of other social, cultural or recreational concern. The area must focus on integration and inclusion of the varied cultural aspects of the community”.

The Comprehensive Plan also discusses Centers and Corridors in the City of Albuquerque. The subject parcel is located within the near vicinity of an existing Center, located at Central Ave. and Louisiana. Finally, the site is also located within the boundaries of the Near Heights Housing Redevelopment Project Plan, adopted by the City on September 26, 2003, R-03-305.

Location, Legal Descriptions & Size:

The parcel is shown on the map attached hereto as Exhibit A. This 48,582 ± square feet redevelopment site is located on the southern half of the block bounded by Trumbull, Dallas, Southern, and Pennsylvania. The legal description for this parcel is Lots 7-12, Block 27, of the Emil Mann Addition to the City of Albuquerque, New Mexico, as the same are shown and designated on the Map of said addition, filed in the Office of the County Clerk of Bernalillo County, New Mexico on July 18, 1944.

General Conditions:

The parcel is currently being used as the Mesa Lodge. The City will remove the existing buildings that are located on the parcel prior to resale. A Phase I Environmental Site Assessment will be conducted prior to conveyance of the property. The Agency is not currently aware of any adverse environmental conditions with the parcel.

Zoning:

The parcel is currently zoned SU-1 for Fraternal Lodge and Club, however the City is in the process of rezoning the parcel to R-T (Residential Townhouse). The City will advise the developer in the replat of the property for 13 units based on the selected proposal requirements.

DEVELOPMENT INTENT

The desired development in the Trumbull Village Infill Housing Project is ownership housing to accommodate a mix of income ranges. A mixed-income development blends households at various income levels in housing that cannot be distinguished as affordable or market rate. At least 51% of the housing units shall be affordable to families whose incomes are at or below 80% of the area median income, adjusted for family size, as defined by the U.S. Department of Housing and Urban Development. Down payment and closing cost assistance through land subsidies in the form of City second mortgages will be available to assist income-eligible homeowners purchase homes. Pre-purchase housing counseling will also be available to all the home buyers and will be required of all with incomes below 80% of median.

Elements of Crime Prevention Through Environmental Design (CPTED) and Universal Design will also be reviewed in the newly developed housing proposals.

There will be no minimum purchase price of the land set by the Agency, however, both immediate and long term financial return to the City will be given significant consideration.

DEVELOPER INCENTIVES / RISK MITIGATION

Households whose incomes are at or below 80% of the area median income adjusted for family size and are first-time homebuyers are eligible for down payment assistance and closing costs. The Developer shall identify the amount of subsidy required per family. Homebuyers assisted with subsidies through the City Second Mortgage will generally not pay more than 30% of their gross income for their total housing payment (principal, interest, taxes and insurance). The City Second Mortgage is financed through the value of acquisition of the land. The appraised value of the property is \$102,000.00. These funds may be used towards the acquisition costs of the houses by eligible homebuyers. However, the monthly PITI payment for the first mortgage must be an average of 30% of the homebuyer's annual income, but in no case, less than 27% or more than 33%. Funds remaining from the land acquisition costs after subsidies are provided must be returned to the City in a cash payment.

Homebuyer counseling will be available for income-eligible first-time homebuyers.

The Developer shall identify which of the following incentives/risk mitigators they needs to create a financially feasible mixed-income homeownership development:

- a write down of the land cost
- construction loan
- loan guarantee
- equity investor such as City, Fannie Mae, Freddie Mac, Enterprise Foundation
- any other incentives/risk mitigators identified by the Developer

OTHER REQUIREMENTS

The housing units must be affirmatively marketed. The Developer must provide a plan detailing how information on the project will be provided to eligible persons without regard to race, color, national origin, sex, religion, familial status or disability.

The Developer shall ensure that the housing will be constructed utilizing the 2000 Uniform Building Code published by the American Council of Building Officials.

DEVELOPER SELECTION PROCESS

Stages In Development Team Selection:

Development team selection for the Trumbull Village Infill Housing Project will involve a two-stage process. In the first stage, the Agency has released and is seeking responses to this Request for Proposals, which will be used to select a developer for the redevelopment of this parcel. The second stage will consist of detailed negotiations and will result in completion of contracts for the development. More specifically, the two stages of developer selection will entail:

- First Stage: Qualifications and Development Proposal Submittal
- Second Stage: Negotiation With Development Team(s)

In the **First Stage**, development teams will submit their qualifications and development proposals. The Agency encourages all interested developers to present a simple, straightforward statement of their qualifications for review and comment. Proposals will require submission of a detailed written financial and design proposal, and the qualified teams may also be asked to make a verbal presentation and answer questions. Review of the written proposals and verbal presentations will be used to select the development team for the Second Stage.

The **Second Stage** will consist of negotiations with the City and the development team culminating in a Development Agreement for the project. During this stage, the development team may be required to provide additional information on financial, program, design, and other aspects of their proposals. The developer will be urged to respond to comments on their proposals, indicate their willingness to make appropriate modifications and make a "best and final" offer in response to issues raised during negotiation.

Evaluation/Advisory Team:

Proposals will be reviewed and evaluated by the Advisory Team consisting of City Staff and representatives of the Planning Department, Family and Community Services Department, the Department of Finance and Administrative Services, the City Council and representatives from the Trumbull Village Neighborhood and Business area, who will prepare a report to the Albuquerque Development Commission (ADC). The Metropolitan Redevelopment Agency acting on behalf of the ADC will: (1) review the proposals and recommend a development team for participation in the Second Stage; (2) identify issues and questions critical for negotiation with the development team; (3) meet, as necessary, with the development team to explore those issues and questions; and (4) recommend final selection of a development team to the ADC.

The ADC will prepare a written statement evaluating the final development team proposal after completion of negotiations. Following a review of the recommendation from the ADC, the Mayor will submit his selection of a developer to the City Council. The final Development Agreement also requires a recommendation by the ADC and City Council approval.

QUALIFICATIONS & DEVELOPMENT PROPOSAL SUBMITTAL

Proposal Submission Requirements:

- ❖ Proposals: Shall not exceed 15 pages (exclusive of the forms required herein) of single sided, double-spaced, paginated copy in 8½” by 11” format, including text, photographs, and drawings. Individual fold out drawings larger than 8½” x 11” are permitted. Elaborate and expensive proposals, including color documents, are discouraged. Twenty (20) complete copies shall be submitted. Each proposer must respond to all requested information below and complete the attached forms. Each category of proposal requirements are detailed below, including the forms, and must be separated by tabs and identified by numbered pages corresponding to a table of contents.
- ❖ Cover letter: Addressed to the Agency from the lead principal of the development team that summarizes the proposer’s overall approach to developing the parcel. Address cover letter to: Office of the City Clerk, One Civic Plaza, 11th Floor, Room 11110, Albuquerque, NM 87102.
- ❖ Eligibility Verification: The proposer shall provide information necessary to establish the legal structure and nature of an entity authorized to do business and carry out the development services offered and agree to enter into a financial commitment with the City. The statement should identify all team members, including any subcontractors, their responsibilities, estimated dollar value of participation, or any potential vendors. Please use attached Form #3.
- ❖ Conceptual Plan and Development Approach: The proposer shall submit a proposal that meets the development intent of the RFP including:
 - (A) A conceptual plan and development approach for the parcel proposed which shows the proposed concept for the building facades and lot improvements for the existing properties as they front on Dallas, Pennsylvania and Southern Streets. The proposal should describe how they interact, and responds to the development intent of this RFP, and how they relate to all existing adjacent developments. The plan shall include a final site development plan that shows all the requirements of a site development plan required by the City, number of units, square footage, lot layout, parking, ingress and egress and circulation on the lot.
NOTE: If your proposal is the proposal selected, an approved and complete site development plan will be required by the City.
 - (B) A conceptual plan that incorporates Preferred Design Elements of CPTED and elements of Universal Design are encouraged. Please complete Matrices in Appendix as follows: CPTED, Universal Design - Exhibit to receive “Bonus Points” under the rating criteria.
 - (C) The proposer’s methods for analyzing the market to ascertain the target market(s) and determining the size of the market(s);

- (D) The types of incentives and in what amount proposer requires risk mitigators to create a successful project.
- (E) A detailed task analysis with timeline of the proposed services offered by the proposer and the proposed time period for completing the development on the vacant parcel. The timelines shall include detailed project schedules for closing, securing development approvals, construction and occupancy; estimated total value of a fully built project; estimate of total development costs broken out by hard and soft costs, sources of funds, including equity, financing, special assistance required to complete project, and a preliminary development proforma. Please use attached Form #2.
- (F) The proposed time line for sales of the homes.
- **Organizational and Management Capacity:** The proposer shall provide information in narrative form on the overall management expertise of the organization. Provide a resume of relevant experience and education for each development team member and identify the key personnel and the percentage of time they have available for the proposed development of the project. Include an organizational chart that shows how the entire development team will work together and the lines of responsibility. Describe the organization's experience in developing affordable housing, and in developing relationships with diverse and sometimes competing interests leading to support for a project.
 - **Previous Projects:** List the proposer's prior history of performance in housing redevelopment projects. For each team member:
- (A) Start with the latest project and go back three years by project and indicate the following:
1. Project name and address
 2. Number of square feet of developed space, dollar amount of real estate valuation created.
 3. An evaluation of completed projects considering original time and budget limitations, community benefits derived, describe partnerships with government entities, and customer satisfaction rate.
 4. Submit elevation drawings or photographs of previous projects, for the purpose of illustrating the quality of architectural design. All drawings and photos will be retained by the City.
- (B) Provide a detailed explanation of all sources of funding for the projects described above, both public and private, debt and equity. Include a brief description of the amount and necessity of bond financing, government loan guarantees, or other government assistance required in the projects. Proposers may provide additional

information that illustrates the developer's capacity to deliver project financing from public and private sources in an effective manner.

- (C) State names, telephone numbers and addresses of owners, government officials or others knowledgeable of the projects for verification purposes.

Financial Feasibility of the Proposal:

The proposal must provide a detailed budget of the project, including price, cost and developer fee. The City will use information provided by the Proposer in FORM 2 to evaluate this criterion. The developer shall include a project timeline for the development of the project.

Insurance Requirements:

The successful proposer will be required to procure and maintain, through the life of their contract, a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 single limit liability for bodily injury, including death, and property damage in any one occurrence. If any part of the contract is sublet, the successful proposer must include the subcontractor in its coverage or require the subcontractor to obtain the necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

Policies must include coverage for all operations performed for the City by the successful proposer, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold-harmless provision of the contract. The City must be named an additional insured and the policies must provide that 30 days written notice will be given to the City before a policy is canceled, materially changed, or not renewed.

The successful proposer must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction of the houses, the successful proposer shall maintain Builders Risk Insurance in amounts sufficient to assure that replacement of all houses under construction at any given time will be covered in the event of loss.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 N.M.S.A. 1978), the City may require the successful proposer to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but proposer should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. The Metropolitan Redevelopment Agency will require that the successful proposer provide proof of insurance prior to execution of the contract by the City. Before submitting a proposal for funding, the organization should contact its insurance agent to determine if it can obtain the required coverage.

Disclosure Statement:

A disclosure statement is required by the City of Albuquerque and must be attached with your submittal. Please use attached Form #4.

Pre-Proposal Conference:

Staff of the Metropolitan Redevelopment Agency will conduct one pre-proposal conference for entities interested in submitting proposals in response to this solicitation as follows:

Date: Tuesday, November 2nd, 2004
Time: 10:00am Local Time
Place: One Civic Plaza NW, City County Building,
Council Committee Room, 9th Floor

Selection Criteria:

The City is interested in receiving proposals from any development organization that can demonstrate the experience, management, organization, and financial capacity to produce the quality development that the City desires. All proposals will be considered for selection based on the following criteria:

❖ **The Proposer's Overall Plan: Total Points = 20**

In evaluating these criteria, the Selection Committee will consider the comprehensive approach taken by the proposer in meeting the development intent of the 538 Dallas Project as spelled out in Section 3.0. An overall assessment of the project will consider the positive net effect of the project on the Trumbull Village neighborhood. Information submitted by the proposer as required in Paragraphs 3.1 and 5.3, and FORM 2 will be used to evaluate this criterion.

❖ **Project and Architectural Design with the existing neighborhood: Total Points = 20 and Total "Bonus Points" = 20**

In evaluating these criteria, the City will consider the proposer's quality of design and how it will interface with the surrounding housing and proposed design and building type standards. In order to have your proposal evaluated for CPTED and Universal Design, see Exhibits F and G. The Preferred Design Elements will be rated under "Bonus Points".

❖ **Total Cost of Developer Incentives/Risk Mitigators: Total Points = 15**

The Selection Committee will use the information provided by the Proposer in FORM 2 to evaluate this criterion. A Purchase offers for the parcel should be bid as "a per square foot price" as well as total purchase price. Each proposal shall be signed and dated by an authorized representative of the organization.

❖ **Financial Feasibility of the Proposal: Total Points = 15**

The proposal must provide a detailed budget of the project, including price, cost and developer fee. The Selection Committee will use information provided by the Proposer in Form #2 to evaluate this criteria.

❖ **Experiences and Success Record of the Proposer: Total Points = 15**

Criteria for evaluation will include factors such as the proposer's performance in similar types of development and the capacities of other Team Members (including subcontractors, and others that may play a role in implementing the proposed project). The Selection Committee will use information provided by the proposer in FORM 1.

❖ **The financial ability of the proposer to successfully complete the project: Total Points = 15**

The Selection Committee will use the information provided by the proposer in FORM 3 to evaluate the proposer's financial capacity to deliver the project as proposed. A current Balance Sheet and Income Statement for the organization that will be liable for the development must be submitted and signed by officers or legally authorized individuals. These documents will be confidential and will not be made part of the public record. Supporting commitment letters to the organization and the project from participating financial institutions should also be attached.

❖ **An additional ten bonus points will be added if the proposer includes elements of CEPTD and Universal Design. Total Points = 10**

NEGOTIATIONS WITH DEVELOPMENT TEAM(S)

The Metropolitan Redevelopment Agency of the City will review and analyze all proposals and will include the Trumbull Redevelopment Advisory Committee and consultants in that review and analysis process. Proposers should be prepared to respond to requests for presentations or other means deemed necessary to assist in the evaluation process. The City at its option may award this proposal on the basis of the written response to this RFP.

Once all proposals are evaluated, the results will be presented in the form of a MRA recommendation to the Albuquerque Development Commission (ADC). The ADC, the official governing body of the Metropolitan Redevelopment Agency for the City of Albuquerque, will recommend one proposal for final approval by the City Council. Once the selectee is determined, a final Development Agreement will be negotiated.

DEVELOPER'S DUE DILIGENCE

The City of Albuquerque makes no representation or warranty regarding the suitability of the parcel for the project. Developers are required to conduct all due diligence review of the parcel prior to closing of the land sale.

SPECIAL NOTE

In the interest of a fair and equitable process, the Agency retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the developer selection process. Development Teams are cautioned not to undertake any activities or actions to promote or advertise their proposal. If teams have questions concerning their proposal, they may direct them in written form to the Agency and answers will be distributed in writing to all proposers. Violation of these rules by a proposer may be grounds for disqualification of the offending development team. The Agency may choose to terminate this RFP process at any time for any reason. Should the Agency determine that the proposal is not complete, the proposal may be disqualified. If the developer is disqualified for any reason, the key contact will be notified in writing.

PART 3

EXHIBIT A - FORMS

FORM 1

Project _____

Developer _____

Date _____

LIST OF DEVELOPMENT TEAM MEMBERS & FUNCTIONS

TEAM MEMBER
(Name, Address, Phone)

FUNCTION

TOP THREE PERSONS
ASSIGNED TO PROJECT

DEVELOPER*:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ARCHITECTS / ENGINEERS:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUBDIVISION CONTRACTOR:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUILDER:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST OF DEVELOPMENT TEAM MEMBERS & FUNCTIONS

TEAM MEMBER
(Name, Address, Phone)

FUNCTION

TOP THREE PERSONS
ASSIGNED TO PROJECT

MARKETING AGENT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROJECT MANAGEMENT:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTORNEY:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM 2

Project _____

Developer _____

Date _____

DEVELOPMENT PROGRAM SUMMARY

1. **DEVELOPMENT PROPOSAL NARRATIVE:**

2. **ESTIMATED DEVELOPMENT COST:**

3. **ESTIMATED PROJECT PROFORMA:**

4. **ESTIMATED DEVELOPMENT SCHEDULE:**

DEVELOPMENT PROGRAM SUMMARY

5. **SOURCES OF DEVELOPMENT PHASE FINANCING:**
6. **SOURCES OF PERMANENT FINANCING: (Please describe all anticipated sources of permanent financing).**
7. **PROPOSED USE OF PUBLIC PROGRAMS: (Provide an explanation of the public programs that will be used to provide additional financing).**

FORM 3

Project _____
Developer _____

Date _____

LOCAL BUSINESS INVOLVEMENT

Please indicate the extent of local business involvement in the following Project areas:

1. **Ownership Entity:**

Name: _____
Equity share in Project (as % of Total) _____ %

Name: _____
Equity share in Project (as % of Total) _____ %

2. **Consultants (Architects, Engineers, Lawyers, etc.):**

Name: _____
Role: _____ Anticipated value of Contract: _____

Name: _____
Role: _____ Anticipated value of Contract: _____

3. **Building Contractors/Subcontractors:**

Name: _____
Role: _____ Anticipated value of Contract: _____

Name: _____
Role: _____ Anticipated value of Contract: _____

4. **Other project costs to be directed to Local Business Enterprises:**
(Provide name, identification, role, and value as above)

5. **Total estimated value of all (not only local) Consultant and Contractor/Subcontractor contracts to be awarded:**

FORM 4

Project _____

Developer _____

Date _____

CITY OF ALBUQUERQUE **DISCLOSURE STATEMENT**

Any person submitting a development proposal must truthfully complete this statement and submit it prior to being formally designated for any project.

1. Do any of the principals owe the City of Albuquerque any moneys for incurred real estate taxes, rents, water and sewer charges, or other indebtedness?
2. Are any of the principals employed by the City of Albuquerque? If so, in what capacity? (Please include name of agency or department and position held in that agency or department).
3. Are any of the principals related to an employee of the City of Albuquerque? If so, please include name of agency or department and position held in that agency or department).
4. Is the Developer; any principal, director, officer, or key employee of the Developer; family member of the Developer or any principal, director, officer or key employee of the Developer; or other individual associated with the Developer who has an existing or potential financial interest or who has a family member who has an existing or potential financial interest in the development proposal, a member of the Albuquerque Development Commission or any other board, commission or agency of the City of Albuquerque? If so, please state the name of such person; the board, commission or agency of the City of Albuquerque of which such person is a member; and the existing or potential interest such person has in the development proposal.
5. Were any of the principals ever the owners of any property upon which the City of Albuquerque foreclosed for his/her failure to pay real estate taxes or other indebtedness?
6. Have any of the principals been convicted of violating any law, code, or statute within the last three (3) years?

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY THIS

_____ Day of _____, 20____

DEVELOPER'S NAME

DEVELOPER'S NAME

DEVELOPER'S NAME

SIGNATURE

SIGNATURE

SIGNATURE

ADDRESS

ADDRESS

ADDRESS

STATE OF NEW MEXICO)
)ss
COUNTY OF BERNALILLO)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____, _____ of
_____(Corporation/Partnership) on behalf of the (corporation/partnership).

Notary Public

My Commission Expires:

STATE OF NEW MEXICO)
)ss
COUNTY OF BERNALILLO)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____, _____ of
_____(Corporation/Partnership) on behalf of the (corporation/partnership).

Notary Public

My Commission Expires:

STATE OF NEW MEXICO)
)ss
COUNTY OF BERNALILLO)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____, _____ of
_____(Corporation/Partnership) on behalf of the (corporation/partnership).

Notary Public

My Commission Expires:

EXHIBIT B – FEDERAL CERTIFICATES

#1

DISBARMENT, SUSPENSION, INELIGIBILITY AND EXCLUSION CERTIFICATION

I certify that the agency has not been debarred, suspended, or otherwise found ineligible to receive funds by any agency of the executive branch of the federal government.

I further certify that should any notice of disbarment, suspension, ineligibility or exclusion be received by the agency, the City of Albuquerque, Planning Department, will be notified immediately.

Agency: _____

Typed Name of Authorized Board Official:

Title:

Signature of Authorized Board Official:

Date Signed:

#2
DRUG FREE WORKPLACE
REQUIREMENT CERTIFICATION FORM

The agency certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the agency's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug abuse in the workplace;
 - b. The agency's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance program;
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City be given a copy of the agency's drug-free workplace statement.
4. Notifying each employer that as a condition of employment under the City's agreement, that employee will:
 - a. Abide by the terms of the agency's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notifying the City of Albuquerque, Planning Department, within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including the termination; or
 - b. Requiring such employee to participate satisfactorily at a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. The agency also certifies that the agency's drug-free requirements will apply to all locations where services are offered under the agreement with the City of Albuquerque.

Such locations are identified as follows:

Street Address

City

State

Typed name of Authorized Board Official: _____ Title: _____

Signature of Authorized Board Official: _____ Date: _____

City of Albuquerque
Planning Department
#3
Representations and Certifications

The undersigned HEREBY GIVE ASSURANCE THAT:

1. The applicant agency named below will comply and act in accordance with all Federal laws and Executive Orders relating to the enforcement of civil rights, including, but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order number 11246, Equal Opportunity in Employment; and
2. That the applicant agency named below will comply with all New Mexico State Statutes and City Ordinances regarding enforcement of civil rights; and
3. That no funds awarded as a result of this request will be used for sectarian religious purposes, specifically that (a) there shall be no religious test for admission for services; (b) there shall be no requirement for attendance of religious services; (c) there shall be no inquiry as to a client's religious preference or affiliations; (d) there shall be no proselytizing; and (e) services provided shall be essentially secular.

Agency Name: _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

EXHIBIT C- SUPPLEMENTAL INFORMATION

PROPERTY LOCATION MAP

SITE ALTA-SURVEY

EXHIBIT D

Crime Prevention Through Environmental Design (CPTED) Matrix

Ownership/Single Family Housing:

Residential areas are the heart of a city. Our homes are the centers of our lives, where we should feel most safe. The guiding principle here is “know thy neighbor”. Streets and homes should be designed to encourage interaction between neighbors. Good examples of these design elements are the front porch and property lines that are defined simply by low shrubbery instead of high fences.

Subdivision Designs:

Often the safety measures taken in subdivision communities, such as high fences and video monitored gates, can have a negative instead of a positive effect on residents. CPTED guidelines, when applied to subdivisions, can create a safe environment without the use of more common, conspicuous methods. For example, streets designed with gateway treatments, roundabouts, speed tables, and other “traffic calming” devices discourage speed and cut through traffic. By keeping public areas observable, the residents are telling potential offenders they had better think twice before committing a crime.

Attached is a list of CPTED Elements that can be incorporated into the development and the homes. In order to be evaluated for Bonus Points under Selection Criterion, please complete the following matrix by specifying the CPTED Elements that will be incorporated into the development, and into a specific number of the homes you are proposing to build in this project. Please calculate the total value of the incorporated Elements.

Name of Proposer: _____

Signature: _____

Date: _____

EXHIBIT E

Universal Design Matrix

Universal Design refers to specific features that are usable by almost everyone, people of all ages, sizes, abilities, and sensitivities, and enhance the potential for residents to live independently in their own homes for as long as possible. Some examples:

- Entrances with no steps that make it easier to enter the home from the outside in the dark, while pushing a baby stroller, or on moving day, or allowing a friend in a wheelchair to visit;
- Wider doorways that are easier for everyone to enter, enhance interior circulation, and add a more spacious feel to the living unit;
- Lever door handles instead of door knobs that are easier to open by everyone, including a grandparent with arthritis or a busy homemaker with an armful of laundry;
- Single-lever controls on kitchen and lavatory faucets that are easier to operate and make adjustments of water temperature and volume simple for everyone;
- Light switches and electrical receptacles located at a height that is more reachable by those who may have trouble bending over or by young children who cannot reach the light switch mounted at a typical height;
- Paints and finishes free of volatile organic chemicals to keep the air free of toxins.

All household members benefit from safer homes that create less toxic environments and impose fewer constraints on daily activities. Families are able to live together in preferred places instead of facing the emotional and economic costs of moving or institutionalizing a family member. Households can “age in place” over the life cycle without incurring significant remodeling expenses.

Attached is the “Universal Design Package” and illustrations to clarify some of the Elements. In order to be evaluated for Bonus Points under the Selection Criterion, please complete the following matrix by specifying the Universal Design Elements that will be incorporated into a specific number of the homes you are proposing to build in this project, and calculating the total value of the incorporated Elements.

Name of Proposer: _____

Signature: _____

Date: _____